

**U.S. DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE**

**CHESAPEAKE AND OHIO CANAL NATIONAL HISTORICAL PARK COMMISSION**

**CHARTER**

1. **COMMITTEE'S OFFICIAL DESIGNATION.** The official designation of this Commission is the Chesapeake and Ohio Canal National Historical Park Commission (Commission).
2. **AUTHORITY.** The Commission is established by Section 6 of the Chesapeake and Ohio Canal Development Act (16 U.S.C. 410y-4), Public Law 91-664, 84 Stat. 1978 (1971), as amended, and is regulated by the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix 2.
3. **OBJECTIVES AND SCOPE OF ACTIVITIES.** The Commission is to meet and consult with the Secretary of the Interior (Secretary), or the Secretary's designee, on general policies and specific matters related to the administration and development of the Chesapeake and Ohio Canal National Historical Park.
4. **DESCRIPTION OF DUTIES.** The duties of the Commission are solely advisory and stated above in paragraph 3.
5. **AGENCY OR OFFICIAL TO WHOM THE COMMISSION REPORTS.** The Commission reports to the Secretary through the Director, National Park Service or the Designated Federal Officer (DFO).
6. **SUPPORT.** Support for the Commission is provided by the National Park Service.
7. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS.** The annual operating costs associated with supporting the Commission's functions are estimated to be \$50,000, including all direct and indirect expenses and 0.25 Federal staff years support.
8. **DESIGNATED FEDERAL OFFICER.** The DFO is the Superintendent of the Chesapeake and Ohio Canal National Historical Park, and a full-time Federal employee appointed in accordance with Agency procedures. The DFO will approve or call all Commission and subcommittee meetings, prepare and approve all meeting agendas, attend all Commission and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.
9. **ESTIMATED NUMBER AND FREQUENCY OF MEETINGS.** The Commission will meet approximately one to two times annually, and at such times as designated by the DFO.

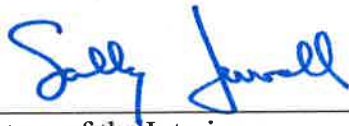
10. **DURATION.** In accordance with the Act, statutory authority for the Commission will terminate September 26, 2024.
11. **TERMINATION.** The Commission will carry out its duties until September 26, 2024, at which time the Commission will terminate pursuant to Public Law 91-664, as amended. All appointments will terminate with the Commission. The Commission will not meet or take any action without a valid current charter.
12. **MEMBERSHIP AND DESIGNATION.** The Commission will be composed of 19 members appointed by the Secretary, as follows:
  - a. Eight members from recommendations submitted by the Boards of Commissioners of Frederick, Washington, and Allegany Counties, Maryland, and the County Council of Montgomery County, Maryland, of which two members will be appointed from recommendations submitted by each such board or council;
  - b. Eight members from recommendations submitted by the Governor of the State of Maryland, the Governor of the State of West Virginia, the Governor of the Commonwealth of Virginia, and the Mayor of the District of Columbia, of which two members will be from recommendations submitted by each such Governor or Mayor; and;
  - c. Three members at the discretion of the Secretary, one of whom will be designated Chairman, and two of whom will be members of regularly constituted conservation organizations.

Members will be appointed for 5-year terms. Any vacancy on the Commission will be filled in the same manner in which the original appointment was made. If no successor has been appointed on or prior to the expiration of a member's term, the incumbent may continue to serve until the new appointment is made.

Members of the Commission and its subcommittee members will serve without compensation. However, while away from their homes or regular places of business, Commission and subcommittee members engaged in Commission or subcommittee business, approved by the DFO, may be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in Government service under Section 5703 of Title 5 of the United State Code.

Members will be appointed as representatives or special Government employees. Individuals appointed as special Government employees are required to complete annual ethics training and may be required to file on an annual basis a Confidential Financial Disclosure Form.

13. **ETHICS RESPONSIBILITIES OF MEMBERS.** No Commission or subcommittee member shall participate in any specific party matter including a lease, license, permit, contract, claim, agreement, or related litigation with the Department of the Interior (Department) in which the member has a direct financial interest. In addition, the Department will provide materials to those members serving as special Government employees, explaining their ethical obligation with which members should be familiar. Consistent with the ethics requirements, members will endeavor to avoid any actions that would cause the public to question the integrity of the Commission's operations, activities, or advice. The provisions of this paragraph do not affect any other statutory or regulatory ethical obligations to which a member may be subject.
14. **SUBCOMMITTEES.** Subject to the DFO's approval, subcommittees may be formed for the purpose of compiling information and conducting research. However, such subcommittees must act under the direction of the DFO and must report their recommendations to the full Commission for consideration. Subcommittees must not provide advice or work products directly to the Agency. Subcommittees will meet as necessary to accomplish their assignments, subject to the approval of the DFO and the availability of resources.
15. **RECORDKEEPING.** The records of the Commission, and formally and informally established subcommittees of the Commission, shall be handled in accordance with General Records Schedule 6.2, and other approved Agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.



Secretary of the Interior

MAR 25 2016

Date Signed

MAR 25 2016

Date Filed